

Employee Post-Travel Disclosure of Travel Expenses

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SECRETARY OF THE SENATE
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): November 13, 2021

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$35		\$59	\$109 conference services. This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments.
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): This trip brought together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing

issues in the national security and foreign policy arena. See attached Agenda for additional information.

12/03/21
(Date)

Molly Barlow
(Printed name of traveler)

Molly Barlow
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/03/2021

(Date)

Robert M. Henry
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Date/Time Stamp:

10/13/2021
4:45 pmName of Traveler: Molly BarlowEmploying Office/Committee: Senate Foreign Relations CommitteePrivate Sponsor(s) (list all): Partnership for a Secure AmericaTravel date(s): November 13, 2021*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip is part of a months-long program with the Partnership for a Secure America focused on building skills for foreign policy staffers in Congress and building bipartisan relationships among staff. This is related to my work as I am currently a foreign policy staffer working to develop myself professionally and learn more from my congressional colleagues.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10/13/2021
(Date)

Molly Barlow
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Bob Menendez hereby authorize Molly Barlow
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10/14/2021
(Date)

Robert Menendez
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America (PSA)
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: November 13, 2021
4. Place of travel: Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PSA is solely responsible for planning and conducting this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring

together staff from both parties to build cross-party relationships and discuss diverse perspectives on

pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the 12th year of this such program and trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35		\$59	\$109 conference services. This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is organized specifically with regard to congressional staff participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as congressional staff.

19. Name and location of hotel or other lodging facility:

This is a day long event without the need for overnight accommodations.

20. Reason(s) for selecting hotel or other lodging facility:

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
- Meals are at the per diem rate.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
- Participants will be transported round trip by coach bus.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
- None.
25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):
- Signature of Travel Sponsor: Curtis M. Silvers
- Name and Title: Curtis Silvers, Executive Director
- Name of Organization: Partnership for a Secure America
- Address: 1990 M Street NW, Washington DC 20036
- Telephone Number: 202-293-8580
- Fax Number: _____
- E-mail Address: silvers@psaonline.org



PARTNERSHIP FOR A SECURE AMERICA

Congressional Partnership Program

Itinerary

9:00 AM	Departure from Union Station, Washington D.C.	
10:30 AM	Arrive at Airlie Conference Center & Check-in	
	Opening Remarks & Event Review (<i>Meadow Room</i>)	
11:00 AM – 11:15 AM	Attendees will review their substantive materials for the day. Andy Semmel, Chairman of Partnership for a Secure America (PSA), will outline retreat agenda, provide logistical information for the day (i.e. location of restrooms, where to store any bags, etc.).	
	Bipartisan Speaker Panel (<i>Meadow Room</i>)	
	Featuring: Jordan Tama, Associate Professor, American University School of International Service (<i>confirmed</i>), and James Bryan, American University School of International Service (<i>confirmed</i>)	
11:15 AM – 12:15 PM	Both speakers will talk about bipartisan collaboration in Congress. Building upon recent analysis, the speakers will discuss their findings on the rates of bipartisan collaboration on foreign policy related issues. This will illustrate to participants avenues for bipartisan collaboration and processes whereby they can better achieve their Members' legislative and policy goals. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.	
	Lunch Break and Speaker Meeting & Greet (<i>Airlie Dining Room</i>)	
12:15 PM – 2:00 PM	Attendees will break for lunch in the Airlie Dining Room. Participants will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.	
2:00 PM – 2:05 PM	Attendees will be split up into two groups for afternoon discussions.	
	Group A -<i>The Future of US Foreign Policy (Meadow Room)</i>	Group B – <i>Environmental Security: From COVID to COP26 (Jefferson Room)</i>
	Featuring: George Beebe, Vice President of the Center for the National Interest and a former intelligence officer (<i>confirmed</i>)	Featuring: Sherri Goodman, Senior Fellow, Wilson Center (<i>confirmed</i>)
2:10 PM – 3:10 PM	Mr. Beebe will lead a discussion on the current and future dynamics of US foreign policy at home and abroad. He will review historical trends that have led up to the current day. Mr. Beebe will offer perspective on the perceived transitional period that the US and its	Ms. Goodman will discuss security and foreign policy considerations as it relates to climate change, and how the US may be a responsible leader on the issue. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.

	allies are facing. This discussion will examine how the US can understand the current foreign affair environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.	
3:15 PM – 4:15 PM	<p>Group A – Environmental Security: From COVID to COP26 (Jefferson Room)</p> <p>Featuring: Sherri Goodman, Senior Fellow, Wilson Center (<i>confirmed</i>)</p> <p>Ms. Goodman will discuss security and foreign policy considerations as it relates to climate change, and how the US may be a responsible leader on the issue. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	<p>Group B - The Future of US Foreign Policy (Meadow Room)</p> <p>Featuring: George Beebe, Vice President of the Center for the National Interest and a former intelligence officer (<i>confirmed</i>)</p> <p>Mr. Beebe will lead a discussion on the current and future dynamics of US foreign policy at home and abroad. He will review historical trends that have led up to the current day. Mr. Beebe will offer perspective on the perceived transitional period that the US and its allies are facing. This discussion will examine how the US can understand the current foreign affair environment and define its goals for the future. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>
4:20 PM – 5:20 PM	<p>Predinner Reception (Federal Room)</p> <p>Attendees will have an opportunity to informally engage their colleagues, PSA staff, and speakers. Participants will converse with colleagues, PSA staff, and speakers on matters relevant to their duties and the scheduled event discussions.</p>	
5:20 PM - 7:20 PM	<p>Keynote Dinner (Federal Room)</p> <p>Featuring: Lt. Gen. (Ret.) Charles Hooper, Member of PSA's Advisory Board (<i>confirmed</i>)</p> <p>Speaker will discuss his experiences as Director of the Defense Security Cooperation Agency, the U.S. Defense Attaché to China and the Senior U.S. military officer in Egypt. There will be an emphasis on how he interacted with Members of Congress and their staffer while holding each position. For approximately half the time, staff will have the opportunity to directly ask speakers question relevant to their duties.</p>	
7:30 PM	<p>Event Ends</p> <p>Departure from Airlie. Buses will return back to Union Station, Washington DC, for drop off.</p>	





PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Senate Participants

First Name	Last Name	Title	Office
Danielle	Adler	Legislative Correspondent	Sen. Deb Fischer
Molly	Barlow	Legislative & Policy Analyst	Senate Foreign Relations Committee
Taylor	Bradley	Deputy Press Secretary	Sen. James Lankford
Sofia	Broadbent	Legislative Correspondent, Constituent Services Director	Sen. James E Risch
Blayne	Callas	Legislative Correspondent	Sen. John Kennedy
Olivia	Elkins	Legislative Aide	Sen. Patty Murray
Edward	Heartney	Foreign Policy Advisor	Sen. Richard Durbin
Marcos	Ibarra	Military Legislative Assistant	Sen. Catherine Cortez Masto
Claire	Kaliban	Legislative Correspondent	Sen. Ron Wyden
Frances	Lee-Forbes	Legislative Correspondent	Sen. Kyrsten Sinema
Celia	Morte	Military Legislative Assistant	Sen. Kevin Cramer
Madison	Rivlin	Press Assistant	Senate Foreign Relations Committee
Shani	Rosenstock	Professional Staff Member	Senate Homeland Security & Governmental Affairs Committee
Marco	Savarin	Military Legislative Correspondent	Sen. Gary Peters
Clare	Slattery	Deputy Press Secretary	Sen. Marco Rubio
Daniel	Thayer	Legislative Correspondent	Sen. Rand Paul
Jessica	Wright	Legislative Correspondent	Sen. Dan Sullivan



PARTNERSHIP FOR
A SECURE AMERICA

October 5, 2021

Molly Barlow
Legislative & Policy Analyst
Senate Foreign Relations Committee

Dear Molly,

As a participant in Partnership for a Secure America's (PSA) Congressional Partnership Program (CPP), you are invited to attend the CPP retreat. The event is scheduled for Saturday, November 13, 2021. The retreat will take place at the Airlie Conference Center, located at 6809 Airlie Road, Warrenton, VA 20187. This will be a day long event.

PSA will arrange for bus transportation to and from Airlie. The pickup and drop off location will be Columbus Circle, Union Station. The expected pickup time will be 9:00 AM. PSA will confirm all the details closer to the event date. The planned event schedule is attached. The entire event is expected to run from 11:00 AM to 7:30 PM.

We are attaching documents that are required to be submitted to the Ethics Committee. **Please ensure all the appropriate documents are completed and submitted to the Ethics Committee by Thursday, October 14, 2021.** This is critical in order to attend the event.

Please notify us if you have any questions or concerns.

PSA Staff
cpp@psaonline.org
202-293-8580